



2020/2021 Defense Performance Management & Appraisal Program: Extended Key Dates and Milestones

Key Date	Milestone
31 March	Performance appraisal cycle ends (2020 cycle)
1 April	New performance appraisal cycle begins (2021 cycle)
May - June*	Employee provides input to the supervisor (RO) (2020 cycle)
May - June*	Supervisor (RO) provides the performance narrative and rating for each element to the Higher Level Reviewer (HLR) (2020 cycle)
15 June*	Employee submits performance plan to the supervisor (2021 cycle)
29 June	Performance plans approved and acknowledged in MyPerformance Tool (2021 cycle)
June – 10 July*	Review by HLR must be completed and awards certified (2020 cycle)
June – 10 July*	Supervisor communicates rating and award, if any, to the employee (2020 cycle)
10 July	Effective date for rating of record (2020 cycle)

**NOTIONAL - Dates may vary based on the command timeline*